



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Office Assistant (T)
Office Technician (T)
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$2003 - 2641 – Office Assistant (T)
\$2510 - 3050 – Office Technician (T)

POSITION:

Under the close supervision of the LAIF Administrator and PMIA Operations Manager (Treasury Program Manager II), this position provides clerical support for the [Investments Division](#) programs and staff.

DESCRIPTION OF ESSENTIAL DUTIES:

- Provides general clerical support to the Investments Division's technical and professional staff. Under close supervision and with detailed direction, this position screens and directs telephone calls to appropriate staff; receives and distributes mail; prepares, edits and finalizes correspondence, reports, speeches, issue papers, staff reports, budget documents and personnel documents; maintains broker/dealer and corporate issuers contact information to be used by staff for investment transactions and mailings; orders, inventories and maintains equipment and supplies to insure there are ample resources for program work; maintains Cal-Card records for Division purchases; arranges for staff travel and prepares Travel Expense Claims; mails information to interested parties about the Pooled Money Investment Account (PMIA) Investment program, Local Agency Investment Fund (LAIF) program and State Treasurer's Time Deposit Program and receives public and private sectors representatives who are coming to the Division offices on business matters.
- Maintains the PMIA program files for the approved broker/dealers; issuers and time deposit financial institutions which include financial statements and credit information. Maintains the filing system for the daily PMIA investment transactions and special fund investment transactions. Maintains the Division's general files which include personnel, budgets, and references, current and historical reports.
- Assists with other duties for the PMIA and LAIF programs as directed. Provides clerical support to the LAIF program, including accepting, validating, and recording orders for deposit and withdrawals for the LAIF as directed.

DESIRABLE QUALIFICATIONS:

- Ability to work cooperatively with others.
- Ability to use IBM Computer and Microsoft products.
- Ability to work under pressure and handle multiple priorities.
- Ability to communicate effectively.
- Willingness to follow a prescribed routine.
- Good attendance, neatness and personal appearance
- Courtesy and tact.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have SROA/Surplus eligibility as an Office Assistant (T) or Office Technician (T) may apply.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply.

Please state the source of your eligibility (i.e., SROA or surplus employee). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "400 -1139-003" next to the classification on your application/resume, i.e., Office Technician (T) (400 -1139-003).

FINAL FILING DATE:

Applications will be accepted **9/13/06 or until filled**. Applications will be screened and only individuals with the best qualifications will be interviewed.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-3100 or TDD (916) 654-9922.